



RICHARD SANCHEZ  
CHIEF INFORMATION OFFICER

## COUNTY OF LOS ANGELES

### CHIEF INFORMATION OFFICE

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January 28, 2015

To: Mayor Michael D. Antonovich  
Supervisor Hilda L. Solis  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe

From: Richard Sanchez  
Chief Information Officer

#### **PROTECTING SENSITIVE PERSONAL AND PUBLIC HEALTH INFORMATION – BOARD MEETING OF MAY 27, 2014, AGENDA ITEM NO. 12 – UPDATE NUMBER 2**

This memorandum is in response to the May 27, 2014 Board Motion by Supervisor Ridley-Thomas and specific to the first directive, wherein your Board directed the Chief Information Officer (CIO), in coordination with the CIO Council and the Information Security Steering Committee (ISSC) to:

*“Prepare a Technology Directive and implement a plan to encrypt County workstation hard drives to protect Personally Identifiable Information (PII) and Protected Health Information (PHI) data. The CIO shall provide a written progress update to the Board of Supervisors every 120 days until implementation is completed.”*

#### **BACKGROUND**

In the performance of duties to provide goods or services, departmental staff may store PII and PHI on computer workstations. Security of this information has been a priority with County departments; however, there was no requirement for data encryption within workstations unless physical security posed a risk of theft, burglary, or other malicious acts.

Escalation of cyber security breaches and recent thefts of Information Technology (IT) equipment containing PII and PHI data requires increased comprehensive protection of these devices by County departments and its contractors.

#### **TECHONOLOGY DIRECTIVE AND IMPLEMENTATION**

The County's Chief Information Security Officer (CISO) held several meetings with ISSC members to discuss concerns and address their respective department's workstation data encryption.

To assist departments preparing for the data encryption implementation, my Office obtained and conducted, at no cost to departments, encryption training from subject matter experts from the four security product vendors that departments currently use. These half-day "Quick-Start" training sessions were offered to Departmental IT Administrators and Departmental Information Security Officers (DISOs).

A Technology Directive (TD) titled "County Workstation Encryption" was prepared and is being reviewed by the Departmental Chief Information Officers and ISSC members. This TD defines the requirements to all County workstations utilizing the industry's highest-encryption available, regardless of whether PII or PHI is stored. This approach ensures data encryption at the workstations mitigating the risk of any data breach.

Currently, eight departments have initiated encryption of their workstations, and the remaining departments are procuring data encryption licenses to begin the process.

#### **NEXT STEPS**

As of January 26, 2015, my Office is receiving progress reports on workstation encryption prepared by the DISOs, and this information will be used to report progress to your Board.

My Office continues to work with the Auditor-Controller to develop a process to ensure that all ongoing departmental workstations are adhering to the encryption TD 14-04.

The next progress report will be provided no later than April 27, 2015. If you have any questions or need further information, please contact me or Robert Pittman, CISO, at 213-253-5631 or [rpittman@cio.lacounty.gov](mailto:rpittman@cio.lacounty.gov).

RS:RP:pa

c:     Acting Executive Officer, Board of Supervisors  
        Interim Chief Executive Officer  
        County Counsel